

APPENDIX B SPONSORSHIP FEEDBACK

SPONSORSHIP FEEDBACK FORM.

The USAG-Miami's goal is to help you transition easily and effectively into your new job if you are joining our team or to enable you to depart without seamlessly to your new assignment or into retirement. To enable us to determine how well we have accomplished our goal, please complete this form and return it to your Director. We are asking you to respond to the questions below by answering **yes, no, or n/a** and to provide your suggestions for improvement.

Name: _____

Date of Arrival or Departure: _____

Directorate: _____

Are you a New Employee? _____ or Departing Employee? _____

Did you find the support you received adequate to meet your needs? ____yes____/____no____

FOR NEW EMPLOYEES: WERE THE SERVICES LISTED BELOW HELPFUL TO YOU?

	Receipt of the Welcome Package in a timely manner
	Preparation of and assistance with orders
	Assistance with travel arrangements & temporary lodging
	Having an escort to assist with In-processing, and make introductions to Garrison leaders and personnel
	Post arrival follow-up and assistance

FOR DEPARTING EMPLOYEES: WERE THE SERVICES LISTED BELOW HELPFUL TO YOU?

	Assistance with orders
	Moving out assistance
	Assist with Out Processing

PLEASE PROVIDE US ANY ADDITIONAL COMMENTS ABOUT YOUR EXPERIENCE AND SUGGESTIONS FOR IMPROVEMENT OF OUR SPONSORSHIP PROGRAM:
